

ALL invitation letters for J-1 Exchange Visitors must be signed by a department head, dean, or higher.

This is a template and information regarding the specific scholar should be entered into the highlighted fields. This letter will be presented by the prospective scholar to the U.S. Embassy's consular office when applying for a J-1 visa. A copy of the letter must be sent to the ISSO as part of the application documents.

TEMPLATE J-1 SCHOLAR INVITATION LETTER

(Please use Department Letterhead)

Date

Dear _____:

It is my pleasure to invite you as a _____ for the period _____ to _____.

You will be engaged in Research / Teaching activities in _____.

We have verified that your proficiency in the English language, as determined by an objective measurement of English language proficiency, is sufficient to allow you to successfully participate in your program and to function on a day-to-day basis.

_____ will serve as the liaison/ support you during your time at UNC Charlotte. You will be provided (office space, computer, lab, equipment, etc. as appropriate). You will also be provided University resources such as library privileges, access to technology, parking, etc.

We understand/confirm that the funding for your exchange visitor program will be from (current sponsor, third party sources and/or personal funds) in the amount of (\$) which is equivalent to at least \$1700/month for yourself and an additional \$700/month for a dependent spouse or \$400/month for a dependent child who may accompany you.

The U.S. Department of State's Exchange Visitor Program requires that all J-1 scholars and accompanying dependents in J-2 status maintain health insurance for the full duration of stay in the United States. Per federal regulations, ALL J-1 visa holders and their J-2 dependents MUST have medical insurance for the period of their appointment, starting on the day of arrival. The insurance coverage must meet the minimums set by the Department of State as follows:

\$100,000 per accident or illness,

Medical evacuation of \$50,000 and

Repatriation of remains of \$25,000

A deductible not to exceed \$500 per accident or illness

The insurance policy must be underwritten by an insurance corporation with an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-1" or above a Standard and Poor's Claims Paying Ability rating of "A-" or above, "A-" or above by Fitch Ratings, Inc., "A3" or above by Moody's Investor Services, or a Weiss Research, Inc. rating of B+ or above. Alternatively, the sponsor (UNCC) may ascertain that the EV's policy is backed by the full faith and credit of the government of the EV's home country.

The International Student/Scholar Office will assist with immigration related matters including the preparation of the DS-2019.

We are very pleased that you will have this opportunity to conduct research/ teach at UNC Charlotte. I feel certain that you will have a productive and rewarding experience and we will gain much from having you in residence on our campus.

Sincerely,